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Chief Administrative Officer

County of Los Angeles
CHIEF ADMINISTRATIVE OFFICE
REAL ESTATE DIVISION

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Board of Supervisors
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Fifth District

June 1, 2004

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**CITY OF LOS ANGELES - BUSINESS IMPROVEMENT DISTRICT (BID)
FOR HISTORIC OLD TOWN CANOGA PARK RENEWAL PETITION
(THIRD DISTRICT) (3 VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

Support renewal and subsequent reduction of the assessment on County-owned property within the City of Los Angeles-Historic Old Town Canoga Park Business Improvement District to provide security, landscape and general maintenance services to public areas within the district at a proposed reduced assessment of \$2,230 per year from the current assessment of \$2,430 per year for the term of the five-year renewal period, and direct the Chief Administrative Office (CAO) to sign the petition in support of the assessment for the property and file with the City of Los Angeles City Clerk's Office.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Support of the renewal and subsequent reduction in assessment to the existing Historic Old Town Canoga Park Business Improvement District for the five-year renewal period will allow for continued operation and maintenance services by the District. The assessment district contains County-owned Assessor's Parcel Number 2111-026-903, which is the Canoga Park Health Center located at 7107 Remmet Avenue, Canoga Park. The assessment will sunset after Fiscal Year (FY) 2009-2010 unless the District is renewed.

IMPLEMENTATION OF STRATEGIC PLAN GOALS

The Countywide Strategic Plan directs that we promote service excellence by providing the public with beneficial and responsive services (Goal 1). Support for the renewal of the existing benefit assessment levied against the County property to facilitate servicing and maintenance of public areas within the district fills an identified need and supports this strategy.

FISCAL IMPACT/FINANCING

Under the proposed renewal, the district's total assessment amount of \$2,230 per year for FY 2004-2005 would provide for the continued servicing and maintenance of the public areas; this is a reduction from the previous assessment of \$2,430 per year. The assessment amount will not increase during the five-year term of the renewal period and will sunset after FY 2009-2010 unless the district is renewed again.

The assessment will be paid by the Rent Expense Budget. The total amount can be charged to the occupying department, the Department of Health Services. The financial cost of paying this reduced assessment can be absorbed within the department's FY 2004-2005 projected appropriations.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The existing assessment district was established in 1999 under provisions of Proposition 218, which precludes publicly owned properties from being exempt from assessment unless the parcels receive no special benefit. The agency can renew an existing district for the same or lesser assessment amount under the provisions of Section 36621 of the State Streets and Highway Code by petitioning the City of Los Angeles City Council. The agency cannot renew the existing assessment if a majority of property owners (petitioners) who pay more than 50 percent of the district's total annual assessment oppose the action.

IMPACT ON CURRENT SERVICES (OR PROJECTS)


Approval to renew the existing district will contribute to public safety through continued operation and maintenance of public areas within the assessment district.

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CONCLUSION

It is requested that the Executive Office, Board of Supervisors, return the adopted Board letter to the CAO, Real Estate Division, 222 South Hill Street, 4th Floor, Los Angeles, CA 90012.

Respectfully submitted,



DAVID E. JANSSEN
Chief Administrative Officer

DEJ:CWW
SDH:RC:dg

Attachment

c: County Counsel
Auditor-Controller
Department of Health Services

PROPERTY OWNER PETITION

RENEWAL OF HISTORIC OLD TOWN CANOGA PARK BUSINESS IMPROVEMENT DISTRICT

Canoga Park Improvement Association has proposed to renew the Historic Old Town Canoga Park Business Improvement District for a five-year period beginning Fiscal Year 2005 (Tax Year 2004-05). In order for the City of Los Angeles to continue to levy the benefit assessment that funds the District, the City Council must conduct renewal proceedings. The Council can only commence these proceedings if it receives petitions from the property owners who will pay more than 50 percent of the proposed assessment. By executing this petition, a property owner requests that the City Council commence renewal proceedings.

Attached to this petition, and incorporated into it by reference, are a map of the District and a summary of the Management District Plan describing the proposed assessment and the services proposed to be funded by the assessment. The complete Management District Plan will be furnished upon request. You may obtain a copy of the Management District Plan at the offices of the Canoga Park Improvement Association, located at 21500 Wyandotte Street, Suite 120, Canoga Park, CA 91303 or by contacting Donald Duckworth, of Duckworth Consulting, at (626) 355-0041.

PETITION TEXT

Pursuant to Section 36621 of the California Streets and Highways Code, the undersigned property owner hereby petitions the City Council of the City of Los Angeles to renew the Historic Old Town Canoga Park Business Improvement District for a five-year period beginning Fiscal Year 2005 (Tax Year 2004-05). The undersigned understands that this petition will be executed in counterparts, with each property owner signing a separate copy of the petition.

The undersigned is the owner of the following parcels that will be subject to the proposed assessment, and this petition is submitted with respect to each of these parcels:

<u>Property Address</u>	<u>Assessors Parcel Number</u>
<u>7107 Rcmmt Av</u>	<u>2111-026-903</u>
<u>Canoga Park, Ca 91303</u>	

The total proposed annual assessment amount for all of the parcels listed above is: \$2,230.10, which represents 1.13% of the total.

The undersigned certifies under penalty of perjury under the laws of the State of California that he/she is authorized to execute this Petition and that the foregoing is true and correct:

Name: L. A. County [Printed Name of Owner]

By: _____ [Signature]

_____ [Printed Name of Person Signing Petition]

_____ [Title of Person Signing Petition]

Date: _____

Attachment A

Summary of Management District Plan

The Management District Plan proposes the levy of an annual assessment against each parcel in the District for the five fiscal years beginning Fiscal Year 2005 (Tax Year 2004-05). Assessments will be collected on the property tax bill. The annual assessments against a parcel will be the sum of \$0.09912 (9.912 cents) per square foot of land and \$1.00 per linear foot of frontage along Sherman Way. The amount of the assessment will not increase over the five year renewal period, and the assessment will sunset after Tax Year 2009-10 unless the District is renewed again at that time.

Proceeds of the assessment will be used to fund services that benefit property in the District, including, security; landscape and general maintenance (sidewalk cleaning, litter and debris control, general maintenance, trash collection of sidewalk receptacles as necessary, tree maintenance, etc.); marketing and promotions (cable television and media advertising, promotional events, advertising, banners, signing, etc.); new business attraction; and policy development. The District will not duplicate services otherwise provided by any other public or private entity and will only provide services that would be unavailable but for the District.

The Canoga Park Improvement Association will serve as Owners Association for the District, and will coordinate and provide services under contract to the City. The total maximum PBID operations budget beginning with its formal renewal in 2005 will be based on \$196,914.64 per year. This renewal budget proposed by the CPIA Board of Directors represents an overall 13.0% reduction from the budget approved at the time of the original PBID formation in May 1999. No bonds will be issued in connection with the District.

Please refer to the full Management District Plan for a more complete description of the District, the assessment, and the proposed plan of services.

Business Improvement District



Office of the City Clerk